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## ELECTRONIC DATA INTERCHANGE VIA DIAL-UP

The WISCONSIN UI WAGE NETWORK SYSTEM is provided as a service to employers who wish to utilize secure telephone data transmission of their quarterly wage record data.

THE WISCONSIN UI WAGE NETWORK DIAL-UP NUMBER: (608) 267-6707

### Specifications

The WISCONSIN UI WAGE NETWORK is available 24 hours a day, 7 days a week except for a short period each day for file backup. It is running multiple dial-up ports, and will be expanded in response to demand.

The System Operator is commonly referred to as the SYSOP. The SYSOP can be contacted (voice) at (608) 267-4406 for questions or comments. You can also leave the SYSOP a message on the WISCONSIN UI WAGE NETWORK via Electronic Mail.

To use dial up you should be familiar with the use of PC dial up conventions for using "Bulletin Boards" and uploading files. Any computer (such as IBM PC compatible, Apple Macintosh, Amiga, etc.) with a modem of any speed from 28,800 bits per second (bps or baud), and a communications software program, can dial up our bulletin board system.

Communications programs are usually supplied free when a modem is purchased or they can be purchased separately or downloaded free from many bulletin boards or Internet sites. They are also included with many operating systems/ environments such as Terminal with Windows 3.1 and Hyperterminal with Windows 95.

Some examples of communications programs are Procomm Plus (for DOS or Windows), Smartcom, Bitcom, Crosstalk, TeliX, Qmodem, PC Anywhere, Appletalk, and Red Ryder.

Protocol is the "language" that the bulletin board system uses to communicate with your communications program. Several may be used, but both must be using the same protocol.

Upload Protocols for the File Upload Step:

ASCII YMODEM KERMIT  
XMODEM ZMODEM

Our recommended protocol, if your communications program supports it, is Zmodem. Zmodem is one of the fastest protocols and is less subject to aborts.

For dial up you may consider using the public domain archive programs ARC, PKARC or PKZIP (available on many bulletin boards), that produce a compressed file. You can use this to send one or several files as one condensed file, saving dial-up time and operator entry. If using ARC or PKZIP, please include the suffix .ARC or .ZIP on your file name.

FILE CONTENT: Each file must be in one of the documented wage reporting formats, which include your 10 digit UI account number, quarter/year, Social Security numbers, first and last names and quarterly gross wages.

Each file may contain wage records for one or more UI account number with data for each account grouped together. Files with unrecognizable data will not be processed, and a rejection letter will be sent to you indicating the reason we could not process the transmitted data.

PRINTOUTS: Do not send any printouts of wage data transmitted via modem to our Bulletin Board System.

### Dialing

Start your dial up software, for example HYPER-TERMINAL, PROCOMM or CROSSTALK.

Dial 608-267-6707, the WISCONSIN UI WAGE NETWORK.

Once connected a "WELCOME TO THE WISCONSIN UI WAGE NETWORK" display appears.

You are asked to enter your USER-ID and PASSWORD, which you create when you register the first time you call, such as 123456 or ABFOODS.

If you are a first time caller enter NEW for your USER-ID to register.

Once you have entered your USER-ID and PASSWORD, enter MAIN MENU option F for FILE TRANSFER, E for ELECTRONIC MAIL or X to EXIT.

**NOTE:** You can press "X" to EXIT the current activity at any time, or "?" for HELP MENU.

### **New User Registration**

Enter USER-ID: "NEW" as instructed.

New user sign-up is self explanatory, read the instructions thoroughly. A series of instructions and questions guide you through the registration process. You will be asked for your name, company, address, phone number and computer type, such as IBM or APPLE.

You will then be asked to supply the USER-ID and PASSWORD that you will use in the future. Please use the first 6 digits of your UI account number or an abbreviation of your company name for your USER-ID.

Samples: 123456 or ABFOODS.

Use a PASSWORD, which is unique and easy to remember. A password is required to keep other people from using your USER-ID without your permission. The security of your account depends on no one else knowing your password. Write the above information down and store it in a secure location. If you ever have problems with your USER-ID or password, please call the SYSOP (608) 267-4406

Once you are registered and have a USER-ID and PASSWORD, you are an existing user. The next time you dial up use the same USER-ID (6 digit UI account number) and PASSWORD.

Once registered, you are returned to the MAIN MENU. You can immediately proceed with MAIN MENU option F - FILE TRANSFER, E - ELECTRONIC MAIL, or X - EXIT.

### **File Upload**

File Upload is initiated by entering MAIN MENU option "F" for File Transfer, then "U" for Upload.

You will be requested to enter the file name to be used on the WISCONSIN UI WAGE NETWORK computer. This does not have to be the same as the file name on your computer. We suggest you use your USERID as the file name with an extension specifying the quarter and year of your data; for example, 123456.100 or ABFOODS.100, for first quarter 2000 data.

One or more wage record files may be submitted on a single upload. If you upload several files, we suggest that you use a sequenced file suffix, such as 123456.001 and 123456.002.

You will then be requested to specify the file upload protocol. The WISCONSIN UI WAGE NETWORK currently accepts file upload using ASCII, XMODEM, YMODEM, ZMODEM, OR KERMIT file upload protocols.

Almost all PC dial-up programs support ASCII file upload. However, we request that you use ZMODEM if your dial-up program supports ZMODEM, because it has better error-checking.

At this point the WISCONSIN UI WAGE NETWORK program states 'Waiting for the initiation of your PC'. For example, HyperTerminal you would click on transfer then send. You are asked to specify the upload procedure (i.e. ZMODEM as above), and the name of the file on your computer to be sent to the WISCONSIN UI WAGE NETWORK.

The file upload proceeds. This may take several minutes. Your dial-up software usually will indicate the progress of the upload, and the completion. You may press CTRL-D to interrupt and cancel an upload that is underway. You must wait until you are asked if you want to edit a description, you can say 'no' or enter 'This is 1<sup>st</sup> quarters report for ABCFOODS'. The UI Wage network will then log your file into the MAIN library. Do Not Hang-up until you see that the file is logged into the Main Library.

When completed, press "X" to exit to the MAIN MENU. You can then press F to upload another file, E for ELECTRONIC MAIL, or X to EXIT (hang up) from the WISCONSIN UI WAGE NETWORK.

## **Electronic Mail**

Press menu selection "E" - ELECTRONIC MAIL, to write or read messages. You can enter questions and comments for the System Operator (known as the SYSOP) about employer or dial-up issues. The SYSOP can reply to you, so that the next time you dial, you can read the message. Or e-mail via the Internet at [wagenet@dwd.state.wi.us](mailto:wagenet@dwd.state.wi.us)

To leave a message for the System Operator or SYSOP, enter W-Write, specify SYSOP as the recipient and follow the instructions to type and send the message. Press 'X' to exit back to the MAIN MENU.

## **Corrections To Information Submitted Electronically**

Replacement files will be accepted to correct wage information previously reported. Before transmitting replacement data via the Bulletin Board, please contact the SYSOP at (608) 267-4406. If only a few adjustments are necessary, please do not transmit a replacement file, but instead prepare a Wage Adjustment Report, Form UCT-7878.